



Purpose

The Individual Development Plan (IDP) is an organized approach to professional development activities and programs that are designed to improve the individual’s professional skills and the department’s productivity. This is a joint process, both in design and execution, in that supervisors may be more familiar with the department’s future directions and the individual is more aware of specific, individual needs and aspirations.

Developing the Individual Development Plan

The following process is a model. The process involves the following steps:

1. The Individual Development Plan (IDP) should be prepared when using the Staff Fee Waiver, or in conjunction with the evaluation period.
2. Both the supervisor and the individual should be involved in the design of the IDP. This should be done early in the process, when major areas of development have already been identified. The individual should propose the specific ways to accomplish this, or the individual may design the plan and then jointly review and refine the content with the supervisor.
3. Use the following perspectives and determine which should be developed in the upcoming evaluation period:
 - Strengths that, if enhanced, will contribute to the overall mission of the organization and increase productivity.
 - New skills that will be needed in the upcoming evaluation period.
 - Areas of performance/skills that need to be improved.

The above constitute the purpose of the development activity. Some additional needs that contribute to establishing the purpose may include:

- Mission/Strategic need
- Change in technology
- New assignment
- Future staffing need
- Leadership development
- Relationship building

Though you want the IDP to be thorough and cover all major development needs, try to keep it brief and to the point. Focus on key areas to be developed.

4. Determine the appropriate learning methods and resources that will be needed.
5. Once the learning methods and resources have been selected, define the measures or criteria that will be used to determine if the targeted learning has been accomplished.
6. Both the supervisor and the individual sign the IDP to document mutual agreement with it and commitment to completing it.
7. A reporting system should be established to gauge the individual’s progress at any time so that adjustments can be made to the plan if needed.

Developmental Opportunities

There are several methods to facilitate learning. These are just a few examples (some may need support from your Supervisor):

Assignments

- Job rotation
- Stretch
- Temporary

Committees

- Work groups
- Presentations

Cross-Training

- Changing functions
- Shift changes
- Working with new people

Develop in Place

- Mentoring
- Individual projects
- Perspective building
- Tough challenge
- Shift in size of job

Formal Training/Development

- Professional
- Technical
- Leadership
- Executive

Off the Job Opportunities

- Joining/leading community groups
- Trying a new skill in a volunteer organization
- Giving presentations to civic groups

On the Job Opportunities

- Taking on new projects or assignments
- Temporary assignments e.g. – filling in for someone on vacation
- Assuming lead role responsibilities
- Improving a process or procedure

Self-Development

- Readings/Self-study
- Professional organizations
- College/University Programs
- Seminars

Start-ups

- New team
- New system/service/process

Individual Development Plan (IDP) Form

(Must be completed prior to first semester of study under Fee Waiver Program. A new IDP must be filed if the employee declares a change of degree and/or work related objective)

Employee Name: _____ **Title:** _____ **Date:** _____

Dept.: _____ **Supervisor Name:** _____

Short Range – Critical within present position (1 year)

Goal (What do I want?/ What do I need to learn?) _____

Competencies/Technical Skills to be acquired	Learning Activities (trainings, conferences, projects)	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria (How have I succeeded in using my learning?)

Mid-Range – Important for growth within present position (2 years)

Goal: _____

Competencies/Technical Skills to be acquired	Learning Activities	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria

Long Range – Helpful for achieving career goals (3 years)

Goal: _____

Competencies/Technical Skills to be acquired	Learning Activities	Learning Resources/ Support needed	Time Frame: Start – Complete	Results Criteria

Employee Signature: _____ **Date:** _____ **Supervisor Signature:** _____ **Date:** _____

Fee Waiver
 Degree courses
 Work Related

Non-Fee Waiver

I realize that CSUCI can only assist me in acquiring skills, training, and academic studies which can equip me to apply for a position, and that CSUCI cannot guarantee that I will receive a promotion or other advancement resulting from my completion of this specific individual development plan.